

Sample Resume Template 2 Leslie Ann Smith

STUDENT'S NAME IN BOLD AND ALL CAPS

Street Address

City, State and Zip

Phone including area code

OBJECTIVE

Short-term goal: XXXXXX (may use either or both)

Long-term goal: XXXXXX

EDUCATION

High School, Street Address,
City, State and Zip Code

Expected graduation date: Month and year

SKILLS

- ♦ Skill Description
- ♦ Skill Description
- ♦ Skill Description
- ♦ Skill Description

EXPERIENCE

Job title, Business name
Description of duties

Dates of employment

Job Title, Business name
Description of duties.

Dates of employment

ACTIVITIES

- ♦ Description of activity and dates of participation
- ♦ Description of activity and dates of participation
- ♦ Description of activity and dates of participation
- ♦ Description of activity and dates of participation